


New Features for Water Use Compliance Online Reporting

Water Use Compliance online data submittal is now easier to use! Data can be pasted from Excel or other programs directly into the online forms, pumpage reports can include up to 12 months of data to be submitted in a report, and monitoring reports can include data for multiple reporting periods. See below for additional new features!

➤ Pumpage Report



Monthly Water Withdrawals (Million Gallons)
As a reminder, monthly withdrawals can only be entered in million gallons (MG).
Example: 1,525,000 gallons = 1.525; 105,000 gallons = .105; 14,000 gallons = .014

Step 1: Enter reporting period date(s), starting in column D. Ex. For April 2013, enter 04/13
Step 2: Enter or copy/paste pumpage (withdrawal) data and/or comment for each requirement under each entered date
Step 3: To submit the report, click the Submittal tab, then click Send and follow the steps


To enter/edit a comment, click in the cell that the comment applies to then click on this pencil:  Comments will display below the form when the submittal is saved.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
No	Requirement Name	District ID	mm/yy	mm/yy	mm/yy	mm/yy	mm/yy	mm/yy	mm/yy	mm/yy	mm/yy	mm/yy	mm/yy	mm/yy
1	Monthly Withdrawal for Well 4	30843												
2	Monthly Withdrawal for Well 3	30844												
3	Monthly Withdrawal for Well 1	30845												
4	Monthly Withdrawal for Well 2	30846												

Steps to Create and Send a Pumpage Report

1. Enter reporting period date(s) into the purple row, starting in column D. (Ex. For April 2013, enter 04/13)
2. Save the submittal by clicking the Submittal menu tab, then click Save. The submittal has been saved if the submittal number at the top of the form shows a number and does not say New
3. Enter or copy/paste data for each requirement name under each entered date. Only numerical values can be entered/pasted into the data cells (comments cannot be pasted into the form). Click the  icon at the top of the form and a pop up box will open for a comment to be entered. After entering a comment, click the Done button and the comment box will close. To enter another comment, click on the cell that the comment applies to and then click the  icon and repeat these steps until all comments are entered. Comments will be displayed below the form when the submittal is saved and at the bottom of a printed pumpage report.
4. Save the submittal again (see step #2)
5. Submit the report by clicking the Submittal menu tab, then click Send and follow the steps on the next screen

Dates & Data

- The requirements review check box has been removed so data can be entered into the form when it is displayed
- Each pumpage submittal can have up to 12 months of data
- Date field should be in mm/yy format
- A numerical value and/or a comment must be entered for each requirement name under each entered date. Only numerical values can be entered into the data cells. To enter a comment, first click in the cell that the comment will apply to then click the  icon at the top of the form. A pop up box will open for a comment to be entered. After entering the comment, click the Done button. Comments will be displayed below the form on the screen when a submittal is saved and at the bottom of the printed pumpage report.
- Existing withdrawal facilities that were not used during a reporting period should have a value of 0 entered

New Features for Water Use Compliance Online Reporting



- Proposed withdrawal facilities require a comment to be entered and no numeric value should be entered
- Data should be entered in million gallons and must include a decimal point (enter only numerical values into the data cells)
Ex. 1,525,000 gallons = 1.25; 105,000 gallons = .105; 14,000 gallons = .014

Navigation, Copy & Paste

- To move from one cell to another in the form, use the Tab key on the keyboard, keyboard arrows, or mouse to click in a different cell
- To select multiple cells in the online form, click in a cell, then hold the keyboard shift key and use the keyboard arrows to select additional cells, or click in a cell, hold the shift key on the keyboard and use the mouse to select additional cells. To select the entire form, click in a cell and hold the shift key on the keyboard and the A key on the keyboard. Selected cells will be outlined in blue.
- Data captured using Excel or other programs can be pasted into the online form. When pasting into the online form, the data must be in the same format as the original template form (the order of the requirement names and district IDs can be different, but columns must be in the same order as the original template). If the pasted requirement names or order of the requirement names and district IDs is different from the original form, the system will revert back to the original requirement names and row order when the submittal is saved.
- When pasting dates into the online form, the date format may first need to be changed to mm/yy format
- The data entry rows and columns can be copied and pasted within the online form or copied and pasted into Excel or other programs
 - To copy, select the cell(s) and hold the Ctrl key on the keyboard and the C key on the keyboard (you will not see anything happen until the cells are pasted)
 - To Paste, click in the cell in the form or other program where data will be pasted, and hold the Ctrl key on the keyboard and the V key on the keyboard.
 - To copy the entire form, hold the Ctrl key on the keyboard and the A key on the keyboard to select the entire form. Then hold the Ctrl key and the C key to copy, then paste by holding the Ctrl key and the V keys on the keyboard.
- Accounting Method and Last Date Calibrated columns have been removed and are not required to be submitted. If calibration reports are due to be submitted for any facility, please submit them online as an Additional Documents submittal (Click the Submittal menu tab, then click New, then click Additional Documents. Additional instructions are available by clicking on the Help menu tab.)

New Features for Water Use Compliance Online Reporting

Comments

- Comments can be entered for any requirement name for any specific date. Click in the cell that the comment applies to then click the  icon at the top of the form. A pop up box will open for a comment to be entered. After entering the comment, click the Done button and the comment box will close. To enter another comment, click on the cell that the comment applies to and then click the  icon and repeat these steps until all comments are entered. Comments will be displayed below the form when the submittal is saved and at the bottom of a printed pumpage report.

To enter/edit a comment, click in the cell that the comment applies to then click on this pencil icon  2
Comments will display below the form when the submittal is saved.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
No	Requirement Name	District ID	mm/yy	mm/yy	mm/yy	mm/yy	mm/yy	mm/yy	mm/yy	mm/yy	mm/yy	mm/yy	mm/yy	mm/yy
1	Monthly Withdrawal for Well 4	30843		1										
2	Monthly Withdrawal for Well 3	30844												
3	Monthly Withdrawal for Well 1	30845												
4	Monthly Withdrawal for Well 2	30846												



➤ Monitoring Report

Step 1: Enter reporting period date(s) in column E. Ex. For April 15, 2013, enter 04/15/2013
Step 2: Enter or copy/paste data and/or comment for each applicable requirement for each reporting period date
Step 3: To submit the report, click the Submittal tab, then click Send and follow the steps

To enter/edit a comment, click in the cell that the comment applies to then click on this pencil icon 
Comments will display below the form when the submittal is saved.



A	B	C	D	E	F	G
No	Entity Type	Entity Name	District ID	Reporting Period (mm/dd/yyyy)	Ground Water Level	Chloride
1	WELL	MW5	136755			
2	WELL	MW6	136756			

Steps to Create and Send a Monitoring Report

- Enter a reporting period date for each entity name, starting in column E, row 1. (Ex. For April 15, 2013, enter 04/15/2013)
- Save the submittal by clicking the Submittal menu tab, then click Save. The submittal has been saved if the submittal number at the top of the form shows a number and does not say New
- Enter or copy/paste data for each entity name for each applicable data parameter. Only numerical values can be entered/pasted into the data cells (comments cannot be pasted into the form). Click the  icon at the top of the form and a pop up box will open for a comment to be entered. After entering a comment, click the Done button and the comment box will close. To enter another comment, click on the cell that the comment applies to and then click the  icon and repeat these steps until all comments are entered. Comments will be displayed below the form when the submittal is saved and at the bottom a printed monitoring report.
- Save the submittal again (see step #2)
- Submit the report by clicking the Submittal menu tab, then click Send and follow the steps on the next screen

New Features for Water Use Compliance Online Reporting

Data Requirements

- The requirements review check box has been removed so data can be entered into the form when it is displayed.
- A numerical value and/or comment must be entered for each required reporting parameter (any cell under a parameter that is not filled in with N/A) for each applicable reporting period date. Only numerical values can be entered into the data cells. To enter a comment, first click in the cell that the comment will apply to then click the  icon at the top of the form. A pop up box will open for you to enter the comment. After entering the comment, click the Done button. Comments will be displayed below the form on the screen when a submittal is saved and at the bottom of the printed monitoring report.
- 0 cannot be entered for chloride. If data was not collected, a comment must be entered by clicking in the data cell that the comment applies to, then clicking on the  icon at the top of the form.
- Data should be entered in the following units (enter numerical values only into the data cells):
Chloride: milligrams per liter (mg/l)
Water Level: feet NGVD 1929
Specific Conductance: micromhos per centimeter (µmho/cm)
Turbidity: Nephelometric Turbidity Units (NTU)
Rainfall: Inches
- All data parameters (i.e. chloride, water level) for each entity name (i.e. MW 1, Pump Station 1) are now displayed on the same row. (Ex. Well MW5 requires chloride and water level data to be submitted – both chloride and water level data for Well MW5 are entered in the same row).

To enter/edit a comment, click in the cell that the comment applies to then click on this pencil: 
Comments will display below the form when the submittal is saved.

A	B	C	D	E	F	G
No	Entity Type	Entity Name	District ID	Reporting Period (mm/dd/yyyy)	Ground Water Level	Chloride
1	WELL	MW5	136755			
2	WELL	MW6	136756			

Reporting Period Dates

- The reporting period should be the date that the data applies to (Ex. If chloride data was collected on 05/01/2013, but it is actually the data for the April 2013 report, then the reporting period should be entered as 04/30/2013). If the data collection date is different than the reporting period, enter a comment, if needed, for further explanation.
- If data is to be collected on a daily or weekly basis, then all reporting dates in the original set of entity names and entity IDs must have the same reporting date (mm/dd/yyyy). All requirements in each additional set of rows must have the same date (mm/dd/yyyy).

No	Entity Type	Entity Name	District ID	Reporting Period (mm/dd/yyyy)	Chloride	
1	WELL	Well 1	140636	04/10/2013	152	Original set of entities
2	WELL	Well 2	140637	04/10/2013	200	
	WELL	Well 1	140636	04/17/2013	152	Additional set of entities
	WELL	Well 2	140637	04/17/2013	200	

New Features for Water Use Compliance Online Reporting

- If data is to be collected monthly, quarterly, or semi-annually, then all reporting dates in the original set of entity names and entity IDs must have the same month and year. All requirements in each additional set of rows must have the same month and year.

No	Entity Type	Entity Name	District ID	Reporting Period (mm/dd/yyyy)	Chloride	
1	WELL	6	136225	05/24/2013	100	Original set of entities
2	WELL	9	136231	05/24/2013	152	
	WELL	6	136225	06/20/2013	143	Additional set of entities
	WELL	9	136231	06/20/2013	163	

- If data is to be collected yearly, then all reporting dates in the original set of entity names and entity IDs must have the same year. All requirements in each additional set of rows must have the same year.

No	Entity Type	Entity Name	District ID	Reporting Period (mm/dd/yyyy)	Chloride	
1	WELL	1	45049	01/01/2012	420	Original set of entities
2	WELL	2	45050	01/01/2012	324	
	WELL	1	45049	01/05/2013	401	Additional set of entities
	WELL	2	45050	01/05/2013	354	

- If data is to be collected at different frequencies (Ex. Collect chloride data monthly and collect water level data quarterly):
 - A numerical value/and or comment must be entered for each entity in each reporting period
 - Enter the same reporting period date (mm/dd/yyyy) for all entities in each set of entity names
 - If data was not collected because the data collection date does not fall within the entered reporting period date, then a comment must be entered to explain that data is collected at a different frequency (Ex. Collect chloride data monthly and collect water level data quarterly: Chloride data was collected for February 2013, but water level data was not collected because February is not the month for quarterly data collection. The set of entities for February 2013 must have chloride data entered for each required entity and a comment entered for each entity that requires water level data).

A	B	C	D	E	F	G
No	Entity Type	Entity Name	District ID	Reporting Period (mm/dd/yyyy)	Chloride	Ground Water Level
1	WELL	MW5	136755	02/28/2013	75	
Comments:						
No	Entity Type	Entity Name	District ID	Reporting Period	Unit Description	Comments
1	WELL	MW5	136755	02/28/2013	Ground Water Level	water level data is collected quarterly

New Features for Water Use Compliance Online Reporting

Navigation, Copy & Paste

- To move from one field to another in the form, use the Tab key on the keyboard, keyboard arrows, or mouse to click in a different cell
- To select multiple cells in the online form, click in a cell, then hold the keyboard shift key and use the keyboard arrows to select additional cells, or click in a cell, hold the shift key on the keyboard and use the mouse to select additional cells. To select the entire form, click in a cell and hold the shift key on the keyboard and the A key on the keyboard. Selected cells will be outlined in blue.
- Data captured using Excel or other programs can be pasted into the online form. When pasting into the online form, the data must be in the same format as the original template form. If the pasted entity names or column headings are different from the original form, errors will be displayed when the submittal is saved. If the pasted order of the rows is different from the original row order, the rows will not change when the submittal is saved.
- When pasting dates into the online form, the date format may first need to be changed to mm/dd/yyyy format
- The data entry rows and columns can be copied and pasted within the online form or copied and pasted into Excel or other programs.
 - To copy, select the cell(s) and hold the Ctrl key on the keyboard and the C key on the keyboard (you will not see anything happen until the cells are pasted)
 - To Paste, click in the cell in the form or other program where data will be pasted, and hold the Ctrl key on the keyboard and the V key on the keyboard.
 - To copy the entire form, hold the Ctrl key on the keyboard and the A key on the keyboard to select the entire form. Then hold the Ctrl key and the C key to copy, then paste by holding the Ctrl key and the V keys on the keyboard.



Adding Additional Data to the Form


- To add additional reporting periods and monitoring data to the report, either manually type data into the blank rows at the bottom of the form or paste additional data rows from the online form, from Excel or from another program. A numerical value and/or a comment must be entered for each additional reporting period for each required reporting parameter. (Ex. The original monitoring report template requires chloride data for Well 1 and Well 2. This is the original template set of entities, so chloride data and/or a comment must be entered for Well 1 and Well 2 for each additional reporting period).
- Up to three reporting periods can be pasted into the form at one time when pasting into row number 1. When pasting additional rows into the first blank row at the bottom of the form, the system will allow up to two times the number of rows in the original set of entities to be pasted at one time. (Ex. If the monitoring report opened has 5 entity rows that were pre-populated, then up to 10 additional rows can be pasted into the form at one time.) Additional sets of rows can continue to be pasted into the form as needed. If the monitoring report opened has more than 100 rows that were pre-populated, then up to the original number of pre-populated rows can be pasted at one time into the form. Additional sets of rows can continue to be pasted into the form as needed.


New Features for Water Use Compliance Online Reporting

[illegible]

Comments

- Comments can be entered for any entity name for any specific date. Click in the cell that the comment applies to then click the  icon at the top of the form. A pop up box will open for a comment to be entered. After entering the comment, click the Done button and the comment box will close. To enter another comment, click on the cell that the comment applies to and then click the  icon and repeat these steps until all comments are entered. Comments will be displayed below the form when the submittal is saved and at the bottom of a printed monitoring report.

To enter/edit a comment, click in the cell that the comment applies to then click on this pencil:  2
Comments will display below the form when the submittal is saved.

A	B	C	D	E	F
No	Entity Type	Entity Name	District ID	Reporting Period (mm/dd/yyyy)	Chloride
1	WELL	South End	11925	05/31/2013	 1
2	WELL	North End	11926	05/31/2013	
3	WELL	Lands End	11927	05/31/2013	
4	WELL	MH	186122	05/31/2013	
5	WELL	South End-A	186171	05/31/2013	

Accessing Submitted & Processed Reports

1. Each pumpage, monitoring, and additional documents report that is submitted and processed is posted to ePermitting under the first issued water use permit application number. On the ePermitting home page (www.sfwmd.gov/ePermitting), click the Application/Permit link



ePermitting Home

New Features for Water Use Compliance Online Reporting

2. Enter the water use permit number, scroll down, and click the Search Records button.

Issuing Agency: SFWMD * ?
Permit Type: ALL * ?
Status: ALL * ?
Application #: ?
Permit #: 36-00109-W ?
Project Name: ?

Range: ?
From Date: 01 - JAN - 1965 (DD-MON-YYYY) ?
To Date: 14 - JUN - 2013 (DD-MON-YYYY) ?

Search Records Clear Form

3. Click the Last Page button

1 to 3 of 8

First Page Next Last Page

Application #: 120917-2 Permit#: 36-00109-W Received Date: 17-Sep-2012
Issuing Office: WPB/SFWMD Application Status: Initial Review
Permit Type: Water Use Modification 30-Day Deadline: 17-Oct-2012
Project Name: Test Project Acres:
Landuse(s): Landscape Location: Lee

4. Click on the application # link for the oldest application # with Application Status: Complete.

Application #: 01159-K Permit#: 36-00109-W Final Action Date: 15-Mar-1979
Issuing Office: WPB/SFWMD Permit Status: ACTIVE Application Status: Complete
Permit Type: New Water Use Expiration Date: 15-Jan-1989
Project Name: South Seas Plantation Resort Project Acres: 75
Landuse(s): Landscape Location: Lee S22/T45/R21
S23/T45/R21
S26/T45/R21
Water Source:
Applicant: South Seas Plantation Company
Po Box 194 Captiva FL 33924
[View in Google Earth](#)

7 to 8 of 8

New Features for Water Use Compliance Online Reporting

- Click on the Compliance – Water Use folder, and then click on the folder for the appropriate submittal type. Click on a blue link to open a submittal. Submittals can be opened, printed, or saved.

Historic reports will remain posted to the application number that was the active application at the time the report was submitted/processed.

Documents		List by date			Seal
	Document Type	Date Posted	Size	Verified?	
 Compliance - Water Use(2)					
 Monitoring Data(10)					
 36-00109- W_Monitoring_Received_20130613_071420		Jun 13, 2013	4 KB		
 36-00109- W_Monitoring_Received_20130610_124220		Jun 10, 2013	5 KB		

**For questions or additional information, please contact us
at wucompliance@sfwmd.gov**